

DGS PROPERTY AND ASSET MANAGEMENT

Property Administration Office - Bureau of Police and Safety - Bureau of Facilities Management - Bureau of Vehicle Management - Bureau of Supplies and Surplus Operations



Property and Asset Management

PRESS



Edward G. Rendell

Governor of Pennsylvania

James P. Creedon

Secretary of General Services

Todd S. Garrison

Deputy Secretary for Property and Asset Management

INSIDE THIS ISSUE:

<i>Deputy's Corner</i>	1
<i>History Feature</i>	2
<i>In the Spotlight</i>	3
<i>Energy Update</i>	4
<i>KYSOS Award:</i>	6
<i>Fire and Safety</i>	7
<i>Facilities Manager Of The Year Award Winner</i>	8
<i>News From The Annex</i>	9
<i>What's Cookin'!</i>	10
<i>Holiday Highlights</i>	11
<i>State Surplus</i>	12
<i>Capitol Police</i>	14
<i>(PGH SOB) Recycling</i>	15
<i>(PHILA SOB)</i>	15
<i>Relocation of Tenants</i>	
<i>Recognition</i>	16
<i>Vehicle Management</i>	17

DGS MISSION STATEMENT

" . . . to provide high-quality services at a good price to support the operation of state government . . ."

PROPERTY and ASSET MANAGEMENT'S VISION STATEMENT

Support high-quality services and cost-effective processes in line with the overall mission of the Department of General Services.

PROPERTY and ASSET MANAGEMENT'S MISSION STATEMENT

Deliver quality services and products to our customers in a timely, cost-effective, and professional manner.

**TODD S. GARRISON
CFM, CFMJ**



Changes continue to take place in the Department of General Services. In August 2008, the Bureau of Supplies and Surplus Operations joined the Property Management Deputate. With this addition, it became time to change the name of the deputate -- thus we are now the *"Property and Asset Management Deputate"*.

Energy Tip



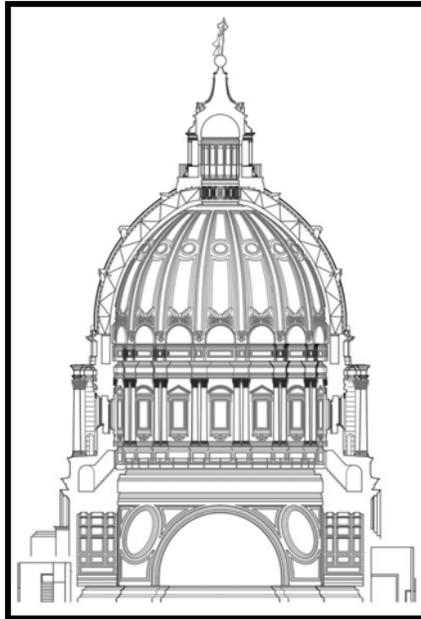
"Did you know" that purchasing products with the "Energy Star" logo means that the product uses a significantly less amount of energy than those without it? It is a designation from the Environmental Protection Agency (EPA) and means that the product exceeds minimum federal energy-use standards.



Another change that has affected all DGS-owned and operated buildings is Governor Rendell's initiative to reduce energy consumption by all Commonwealth facilities and, in turn, save the State's taxpayers millions of dollars. This includes reducing the temperature by one degree during the winter. Temperatures in the winter will be maintained at 67 degrees (75 degrees in the summer). DGS is also taking advantage of energy-saving LED lights, like those that were used for the tree in the Capitol Rotunda as well as the wreaths, Soldier's Grove, Governor's and Lieutenant Governor's residence trees.

History Feature

by Dennis Rydberg



This graphic architectural section through the Capitol Dome, above, shows the outer and inner domes, along with their steel trusses for support. A tunnel with steps encircles the dome at its base.

DGS Repairing Leaks in Capitol Dome

Work began in mid-August on a \$6 million DGS project to repair leaks in our Capitol's 102 year-old dome. The leaks have damaged the lower dome section's brick walls, as well as a plaster wall near one of the Rotunda's large upper murals.

Leaks have been a problem for many years now. Previous dome repairs, which began in 1995, have included replacing broken tiles and windows, in addition to waterproofing. For the current project, which should be completed next summer, a team of structural engineers and conservators have joined forces to protect the building for the long-term and to prevent any additional architectural damage. Also included in the project is installing more energy-efficient lighting for some of the dome's windows and repairing exterior lights that were damaged during an ice storm. It is the department's hope that the repairs made during this project will last through the rest of the 21st century.

The Capitol Dome has two layers – the exterior dome, which is covered with limestone, granite and green tiles, and the interior dome, which forms the Rotunda's ceiling. The 52 million-pound dome was inspired by the dome on St. Peter's Basilica in Rome. It has a red brick substructure, steel trusses for support, and is 272 feet high.

Capitol Dome image courtesy of the Capitol Preservation Committee

Kudos from Department of State:

Lauren – You are doing a bang up job....it ain't easy!

In the Spotlight



Winners of the Biggest Loser Award (Left to Right) Dan Cassell and Rick Burger



Trophy's for the BSSO "Bigget Loser" Award

"Being a Loser Isn't So Bad..."

Kathleen Lynch & Kendra Lebo

Who doesn't want to find motivation to lose the weight they've been trying to drop? I guess depending on the circumstances, no one likes to be forced to do something, but when your very existence depends on you losing weight, you find the motivation to do so. You also find that your friends are there to keep you motivated.

In May 2008, one of our co-workers, Rick Burger, was hospitalized. Part of his recovery instructions was to lose some weight for a possible surgery down the road. State Surplus, one division within Bureau of Supplies and Surplus, decided to have a 'Biggest Loser' competition to help motivate Rick to lose the weight. One thing led to another and we ended up with five teams ready to join in the contest.

Teams consist of two people, and the ranking was determined by total Body Mass Percentage lost. Even better yet, the actual weight of the participants are not revealed, so no one felt uncomfortable. Weigh-in was every Wednesday morning and the results were posted in a centralized location in the bureau office. Posting the results caused quite a bit of laughter, excitement and competition.

The journey began on June 2nd, and continued with a weekly weigh in, ending on Sept. 3, 2008. The morale at first was high, and as the weeks went on, you could tell who was going to take it seriously and who was just in it for the ride. There was initially no prize to be won except bragging rights. (But in an office like ours, bragging rights are almost as good as anything.) Then, Rick Burger threw in two trophies that were engraved with "Biggest Loser 2008." Team 1 and Team 3 went as far as to make their own team T-shirts to heighten the rivalry. The teams are as follows:

- Team 1 – Rick Burger & Dan Cassell
- Team 2 – Joe Angelo & Scott Rivers
- Team 3 – Kathleen Lynch & Kendra Lebo
- Team 4 – Lil Davis & Scott Pepperman
- Team 5 – Ken Hess & John Rarig

(Continued from page 3)

While there were a couple attempts to sway participants by boxes of donuts and goodies “mysteriously” showing up, there were also attempts for us to make the right decision. A salad bar luncheon was held, where everyone was encouraged to participate and bring in their favorite salad topping. There were many home-grown vegetables and wonderful toppings, and everyone had a great time.

It is only fitting that the team that won, was in fact the person who was our inspiration for this contest, Rick Burger, and his teammate Dan Cassell, with a total combined loss of 50 lbs. and a percentage of 9.7%.

We had a total loss of 119 lbs. for all five teams, at a percentage of 4.9%. We were all winners here by getting healthy and active, and hopefully continuing to do so. Rumor has it that another Biggest Loser is now in the works. This experience has gifted us with ambition to continue with a healthy lifestyle.

Thank you to all the participants, and congratulations on your weight loss!



ENERGY CORNER

Reading State Office Building

Currently, on the Energy Management Office forefront, we have a number of GESA projects that are either beginning or coming to an end. In this issue, we would like to highlight one of our recent projects: the Reading and Scranton state office buildings. These buildings are undergoing a number of energy conservation measures to make them even more energy conscious, energy efficient facilities. Both buildings are undergoing -- or soon will be -- upgrades to the lighting, management, HVAC, and electricity demand systems. Improvements are also being made to the vending machines and installation so they use less electricity, as well as restroom fixtures so they use less water. Additionally, the Reading State Office Building is undergoing water tower and chiller upgrades.

One of our facility managers at the Reading State Office Building wanted to share a little about the “green” facelift going on at her building:

Since June, the RSOB has had faucet aerators installed on sinks and new water-saver toilets installed in all restrooms.

The exteriors and interiors of building windows have been caulked to help maintain mandated temperatures.

The porticos of our building, which had for years been a major source of cold air leaking into certain areas, have been insulated.

The lights throughout the building have been replaced with energy-saving lights and fixtures, and light motion-sensors have been installed throughout the building in smaller spaces.

The former smoking lounge in the building has now been converted into a conference room.

In addition, a small section of the lunchroom has been converted into a Reading Corner, where people can relax during breaks & lunches and exchange books.

We are also anticipating work on the HVAC system and on our building automation. Even our vending machines will become energy misers. All of this will put our 1980s circa building into the 21st century, reduce overall operating costs, and help to preserve the environment for future generations.

Life is good in the RSOB. Stop in for a “green” visit.

-Terri Yiengst, Reading State Office Building

(Continued from page 4)



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***Energy Star
Roof Coating
At
Scranton***



Additionally, a unique ECM at the Scranton State Office Building that hasn't been mentioned is the Energy Star roof coating that is being applied. This roof coating is actually the final step of improvements to the building envelope, which included weather stripping, caulking and additional insulation.

Del Border, a Project Manager for the Reading/Scranton project, explains what the roof coating is and its purpose:

"The current roof material at the Scranton Building is a black rubber material that absorbs heat from the sun, transferring that heat into the building requiring additional cooling to maintain comfortable working temperatures. As part of the ESCO project, the roof on the Scranton Building will be coated with FlintCoat-W, an EnergyStar rated white elastomeric acrylic roof coating. This coating will decrease the heat absorption from the roof by almost two-thirds which will help decrease the overall energy requirements at Scranton."

After all work is completed by the Energy Service Companies (ESCO's), and with regular maintenance, monitoring, and the cooperation and involvement of staff, the above mentioned improvements to these buildings combined over 14 years will yield a guaranteed savings of \$5,290,439! The projects in these buildings should be finished by the end of March 2009, making 2009 more green and energy-efficient than in previous years!

Energy tips and savings suggestions may be sent to the DGS Energy Management Office at dgsenergy@state.pa.us

Kudos from the PUC:

I wanted to take just a minute of your time to make you aware of the outstanding job recently performed by members of your staff for the PUC.

First, I would like to commend Scott Mutzabaugh for coordinating the staffing needs necessary. With less than a day's notice, and amid staff and project scheduling issues, Scott worked with me to accommodate a highly time sensitive and extensive work order.

Next, I would like to commend Bob Martz for his assistance in this effort. Bob assisted Kurt Reimer on to complete this project. I have observed Bob working with Kurt on a couple of occasions for the PUC and have found him to be professional, respectful, and helpful.

Last, but most certainly not least, I would like to commend Kurt Reimer for his efforts and dedication in completing the work within the stringent timeframe requested. Within two days, Kurt had the commissioner's office completely rearranged and operational for him and his entire staff. He has always been reliable, professional, and helpful, and has always ensured that we are happy with the end result. I don't say this lightly when I tell you that he is truly one of the hardest workers I have had the pleasure of doing business

DELIVERING

'KYSOS'

(Knock Your Socks Off Service)!

***Customer Service Award
Winners***

***Mick Morrow
and
John Cerjanic***



Mick Morrow, Todd Garrison, John Cerjanic

And the Knock Your Socks Off Service award goes to.....Mick Morrow and John Cerjanic! Back in June, I received an email from an employee within the Commonwealth Media Services and it read as follows:

Linda,

I had one of my folks express to me how two of the folks at the garage; Mick Morrow and John Cerjanic are supplying a very high level of service to CMS. As fellow DGS team members we love to find and honor folks who uphold the standard that CMS shoots for everyday. The standard to be the best no matter what the job is that day has been our benchmark for sometime. We love working with everyone under Todd's group from top to bottom because these folks really get it too! We just want to say thank you again from the gang at CMS!

After reading this email it is quite clear what customer service means to our customers! This is even more special because it is from our peers within the General Services team that has recognized outstanding service and took the time to let me know! I receive many kudos from our customers and I will share these throughout our newsletter! I am proud of our bureau and I am proud to present this award to Mick and John! Congratulations!

Linda

Kudos from:
the Forum Building:

Dear Marc,

I am writing to commend the exceptional work of Lynda Payne.

Since she began cleaning our offices on the 4th floor of the Forum building several months ago there has been a noticeable difference. The women's bathroom is cleaner than ever before.

She notices things that should be taken care of on a regular basis – like the film of dust that had accumulated on the conference room tables. I also enjoy her pleasant and personable personality. I'm thankful to have her working in our area and very appreciative of her excellent work ethic!

Fire and Safety



How to Prevent Home Fires!

Your home should be a place of comfort and safety but many people neglect some basic safety guidelines at home that they would never think to break at work.

Check your home for fire hazards:

Fire Extinguishers – Most home fire extinguishers are disposable and should be disposed of if they are over 10 years old. However, this time may be less depending on the particular fire extinguisher so check manufacturer recommendations.

Flammable Liquid Storage - this may include gasoline, oil based paints, thinners, aerosol cleaners, etc. Flammable liquids should not be stored in or near your home. All flammable liquids should be disposed of or stored in an outside shed away from the main home.

Electrical Hazards - Check your electrical cords for fray or damage. Different sized cords should not be used together and electrical cords should not cross aisles or walkways.

Heat Sources– All combustibles (paper, clothes, plastics, etc.) should be kept away from heat sources. These heat sources include: space heaters, all electrical appliances, stoves, light bulbs, etc.

Fire departments respond to about 400,000 home fires every year in our nation and it is up to you, and only you, to take fire prevention steps in your home.

Newsletter Representatives

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Veronica Jancuk

Fuller Runyan

Dennis Rydberg – Photographs

Linda K. Young

Capitol Police

Bob Rapak

Winter Safety Tips

As we continue to live our lives and do our work, cold temperatures, snow and ice can hamper and often times make our jobs that much more hazardous.

As you live and work in the outdoors this winter please try and follow these helpful winter safety tips:

- * Dress in layers, paying special attention to feet, hands, nose, and ears and wear boots with nonskid soles.
- * Keep yourself and your clothes dry. Change wet socks and all other wet clothing as quickly as possible to prevent loss of body heat.
- * When working outside in cold weather, take frequent rests to avoid over exertion
 - * If you feel chest pain -- **STOP** and seek help immediately
- * Take special precautions while walking and working outside:
 - * Before you step off the curb, make sure oncoming cars and trucks have come to a complete stop.
 - * Take extra care to ensure your footing is stable.
- * Do not drink alcohol before or while working in cold weather
- * Use rock salt or de-icing compounds to remove ice from steps, walkways, and sidewalks. Sand placed on walkways may also help prevent slipping.
- * Be aware of signs of hypothermia for you and your co-workers:

* Inability to concentrate	* Poor coordination	* Slurred speech
* Drowsiness	* Exhaustion	
* Uncontrollable shivering, followed by a sudden lack of shivering		

As always, but especially in the cold weather, be conscious of how the weather affects your safety.



Linda K. Young, (center) Executive Director for DGS Bureau of Facilities Management with Secretary of General Services James P. Creedon (right) and DGS Deputy Secretary of Property and Asset Management Todd S. Garrison (left).

Linda K. Young

Awarded

2008 Facility Manager of the Year by PFMA

Secretary Creedon presented the Pennsylvania Facility Management Association (PFMA) 2008 Facility Manager of the Year Award to Linda K. Young during the PFMA Banquet on Oct. 1, 2008 at Fort Indiantown Gap. This award is presented to members who have demonstrated professional and technical proficiency in service to their facility.

Linda's distinguished career with the Commonwealth began 35 years ago. Early on, her leadership abilities were recognized and PennDOT promoted her through the ranks as she managed increasingly critical agency functions. In 1995, Linda took on the monumental task of moving 1,200 employees to the Riverfront Office Center. Once again in 2000, she helped coordinate another massive move – 1,200 employees from Forum Place to the new Keystone Building.

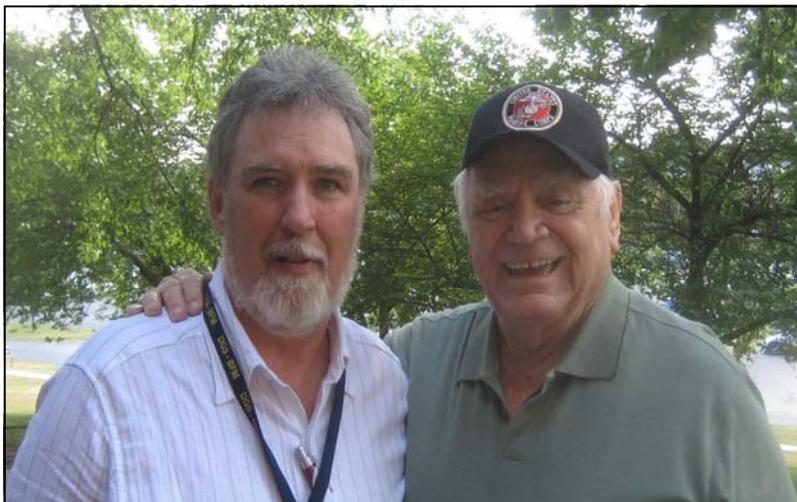
In 2001, Linda became the Program Administrator for Imagine PA, serving as Project Manager for all facilities related issues.

Recruited by the Department of General Services four years ago, Linda now serves as the Executive Director of the Bureau of Facilities Management. In 2005, she completed the Leadership Development Institute for Women in State Government Program. While serving with DGS, she has coordinated the relocation of Commonwealth Media Services, as well as assisted with the relocation of the Gaming Control Board. Since 2007, she has successfully headed up the department's Philadelphia and Pittsburgh Relocation Project.

Linda has served as Treasurer and Vice President of the Public Service Facilities Council within the International Facilities Management Association. The YMCA of Greater Harrisburg honored her in 2004 as one of its "Women of Excellence" Award Winners. She has two children and two grandsons.

Congratulations!

News from The Annex



Bill Richards (**left**)
Chief of Maintenance
for the Annex pictured
next to famed actor
Ernest Borgnine
(**right**)

Another Harvest Moon

The DGS Annex Complex played host to a versatile list of Hollywood actors during the months of June and July for the filming of "Another Harvest Moon." The cast included Ernest Borgnine, Doris Roberts, Richard Schiff, Anne Meara, Piper Lauri, Cybil Shepard and Amber Benson. The majority of the filming on the complex took place in the Hilltop Building, with some scenes being shot in the Eaton Building. "Another Harvest Moon" is a drama that follows four elderly Americans coping with life in a nursing home and the fear associated with getting old. As you may recall, this is not the first time the complex has been the setting for a movie. Back in the late 1990's, Angelina Jolie, Whoppi Goldberg and Winona Ryder were on campus to film, "Girl Interrupted." We will be sure to keep you updated with when and where this movie will be released.



DGS Annex Landscaping Project

Last summer, the DGS Annex grounds staff began landscaping in an effort to improve the flower beds around campus. This all started with the receipt of roughly 32 double flowering white mums that had formerly been planted in Capitol Park. After many encouraging comments from appreciative tenants, the DGS staff started a new program to get all the tenants involved in beautifying the campus. Tenants were invited to donate perennial plants or bulbs and our staff would dedicate one day a week to enhancing the campus. Various flower beds throughout the campus were revamped with generous donations. DGS hopes to continue with this initiative for years to come.



What's Cookin'!

Paul Hill's *Grilled Pizza*

(Olive oil is optional, but I use it every time rather than vegetable oil. I love the moisture & suppleness it adds to the dough, and it will make your hands soft too! I also add herbs into the dough mixture.)

- 4 ½ cups unbleached high-gluten all-purpose flour, chilled
- 1 ¾ teaspoons salt
- 1 teaspoon instant yeast
- ¼ cup olive oil
- 1 ¾ cups water, ice cold (40F)

Semolina flour or cornmeal for dusting

Stir together the flour, salt, and instant yeast in a 4-qt. bowl using a large metal spoon; stir in the oil & cold water until the flour is all absorbed. Work the dough vigorously into a smooth mass while rotating the bowl in a circular motion with the other hand. Reverse the circular motion a few times. Do this for 5 to 7 minutes, or until the dough is smooth and the ingredients are evenly distributed. The dough should clear the sides of the bowl but stick to the bottom. If the dough is too wet and doesn't come off the sides of the bowl, sprinkle some more flour just until it clears the sides. The finished dough will be springy, elastic, and sticky and register 50 - 55F.

Dust the counter with flour and transfer the dough to the counter. Using a metal scraper, cut the dough into equal pieces (six or so.) Sprinkle flour over the dough and flour your hands (make certain they are dry first!) Lift each piece and gently round it into a ball. Transfer the dough balls to a sheet pan, and mist each ball generously with spray oil and slip the pan into a large food-grade plastic bag until you are ready to make pizza.

Preheat your grill as hot as possible

Generously dust the back of another sheet pan. Making one pizza at a time, dip your hands (including the backs of your hands and knuckles) in flour, and lift one dough ball onto your fists and very carefully stretch it by bouncing the dough in a circular motion on your hands – giving a little stretch with each bounce. If it begins to stick, lay it down on the dusted sheet and re-flour your hands, then continue shaping it. Once the dough has expanded outward, move to a full toss (optional, takes practice.)

When the dough is properly stretched out (about 9 inches round) turn the grill to ½ power and lightly grease one side of the dough, then put it on the grill and cook it until light brown. Then brush the up side with oil and turn it over.

Now you can add your sauce and toppings to the finished side, and finish cooking about 6 – 9 minutes.

Experiment with your toppings; one favorite is buffalo chicken, and for the vegetarians among us, try a nice sun-dried tomato & basil pesto. Cheers!



High Gas prices. Rising the cost of food. Global Warming. Everywhere we turn, the outlook on the economy seems grim. We try to seek the positive things in life in order to lift our spirits. We take things one day at a time to help provide for ourselves and for our families. But what about those who can't provide? What about those who have fallen on bad times? Who is going to help them seek the positives?

The answer was YOU! Through the SECA campaign, you can help contribute to one of 1,400 charities that will help others.

Thank you for getting involved! The 2008 SECA Campaign is over for another year. Through a combined effort of all bureaus within DGS, we raised over \$38,000 that will go to help the charities of SECA.



Sign up For Governor Rendell's On-Line Newsletter

Are you interested in finding out about all facets of state government? Sign up for Governor Edward G. Rendell's weekly newsletter to read about the hot issues affecting the citizens and communities of Pennsylvania.

Visit

www.governor.state.pa.us

To sign up today

Reminder:

If you have an idea for the next newsletter, contact Suzanne Chubb at 787-5341 or by e-mail at suchubb@state.pa.us

Pictorial Highlights of the 2008 Holiday Party



The Good, The Cheap, The Unusual

Submitted by: Ken Hess

There isn't a day that goes by that we don't see some unusual items or unusually good bargains in State Surplus.



Take for example, our recent sale of the state's King Air 200. At an appraised value in excess of a million dollars, this is likely the most expensive single asset ever offered as surplus.

We also have five PA State Police Cessna's up for sale. All are model 182's with varying avionics, age, power plants, and airframe hours. Only one has any damage history and they are available in two different paint schemes. Prices range from \$86k-\$188k.

If you need to keep your feet firmly planted on the ground, perhaps some of our recent Right-of-Way vehicles would be more to your liking. During our sale of a Ligonier auto dealership last year, we sold



a Mercedes-Benz 500 SEC for \$2500



a Corvette coupe for \$6100



a Mercedes-Benz 560 SEL for \$2050



a Porsche 944 for \$2525



a Jaguar XJ12 for \$2996

The Good, The Cheap, The Unusual Continued from Page 12

Finally, we have begun marketing historic bridges for PennDOT. Our first offer is for the Crooked Creek Road Bridge over Marsh Creek near Gettysburg. We are awaiting a formal bid from North York Borough for a rails-to-trails bike path expansion project (York Heritage Trail) which needs to span Willis Run. This national historic structure needs to be moved to permit construction of a new bridge which will permit road straightening for traveler safety. Rated at about 25,000 lbs, deconstruction and transportation costs are significant. We do not expect to net a large sum of money for the Commonwealth, but are requiring that bidders guarantee preservation of the bridge's historic features.



Please keep in mind the rules that govern bidding/purchasing of state surplus property which apply to CWOPA employees. They are –

1. No employee of the releasing agency shall be entitled to purchase any property released from that agency except when the sale price is less than \$500 per item.
2. No employee of DGS may purchase any property except when the sale price of the property is less than \$500 per item.
3. No employee of the Bureau of Supplies and Surplus Operations may purchase any property.

Property Administration Office News

By: Colleen Sonder

We now have the "**contract spreadsheet**" and "**material requisition spreadsheet**" on our shared drive (GSShared on pa.lcl). If any one needs to have access please contact Colleen Sonder.

Also we have created a "**material requisition mail box**" for information and questions. The **e-mail address** is RA-dgsmrrequest@state.pa.us or by searching in the **global address book** at [GS, DGS MR Request](#).

All "**storeroom requisition forms**" must be **e-mailed** to the **DGS Warehouse** at RA-Whs&Dist@state.pa.us or by searching in the **global address book** at [GS, Whs&Dist](#).

We all would like to thank everyone for all their time and patience with projects as we are all learning new procedures.



Officer Keith Wagner

POLICE

“PEDAL POWER”



Officer Brian Simonetti

There has never been any question that Police Officers have a certain “power” when it comes to enforcing laws and policies. Recently, the Capitol Police have added even more “power.” ***Pedal power, that is!***

Although the bicycle patrol is not new, it has more than doubled since Governor Rendell unveiled his energy-saving initiative. The Governor signed the plan into law in July.

Part of the plan includes reducing fuel use within state government by 367,000 gallons annually. The Capitol Police bike unit has 15 officers who ride, weather permitting, as many months as they can.

When compared to June 2007, the increased utilization of the bicycle unit during June 2008 saved more than 2,600 miles of wear and tear on the motorized fleet. Considering the fact that a patrol car averages 10 miles per gallon, it also saved a considerable amount of gasoline. In this case, a reduction of, approximately, 260 gallons of gasoline was realized.

To become a bike officer, Officer Wagner and Officer Simonetti pictured above, and all the other bike officers had to successfully complete a four-day training course conducted by the International Police Mountain Bike Association. The course taught them how to ride up and down stairs, jump curbs, stop quickly without skidding and use the bike for self-defense.

Use of the bikes also allows Officers to take a more direct route to incidents and get to them more quickly. One great benefit is that it makes the Officer more approachable by the public. The bikes are being utilized on the Main Capitol Complex and at the DGS Annex Complex.



CAPITOL POLICE EARN RE-ACCREDITATION

On July 16, 2008, at the Statewide Pennsylvania Chief’s of Police Conference, the Capitol Police were honored for having successfully completed the intensive police re-accreditation process.

The Capitol Police were one of only eight police agencies in the entire state to have achieved this prestigious designation at the conference. Additionally, there were only four new police agencies to achieve their initial accreditation.

Having achieved their initial accredited status in July 2005, the Capitol Police were, once again, subject to an external review of all of their policies and procedures. Although the initial designation, attained in 2005, verified that all the proper policies and procedures were in place, this re-accreditation process mandated documented proof that all of those policies and procedures had been followed over the past three years.

A panel of three top-level police administrators from throughout the Commonwealth devoted three days to an intensive review of the agency’s documentation. They toured the facility and conducted several interviews.

The presentation of the official re-accreditation certificate verified that, in fact, the Capitol Police had maintained the professionalism and documentation necessary to retain its statewide accredited status.

Good Job!!

Recycling/Reusing at the Pittsburgh State Office Building

Here at the Pittsburgh State Office Building we are always looking for new ways to reuse and recycle. Our basic principles are: Reuse, Recycle, Salvage ALL metals. The earth contains a finite amount of ore and it does not degrade when recycled, hence it should never be thrown in the landfill.

We have reduced our contribution to the local landfill by over 750 cubic yards of waste each year just by aggressively promoting recycling of all paper, cardboard, bottles, cans, and metals. All employees recycle daily with paper at their desks and use centrally located receptacles for all other refuse. For many years the building used six dumpsters each holding 1.5 cubic yards every day. Now we only use between three and four dumpsters daily.

We also try to find new uses and new homes for larger items like furniture and office supplies. When an agency gets a new printer or copier and discovers that it has cartridges and toner that it no longer needs, our office is contacted with all the information. We send out an email to the building tenants and it is almost always picked up and put to use by another agency.

We give tenants in the building a chance to get furniture that has been surplus here in the building rather than burn fossil fuels to haul old furniture back to Harrisburg. After everyone in the building has had a chance to pick over what is available and the items are slated for disposal, we call in "Construction Junction." "CJ" is a non profit agency in Pittsburgh that was created by local foundations to keep used and surplus building materials out of the landfill and provide low cost items to people handy enough to re-use them. They have recently added an office furniture section. We are glad to have our discarded items go to people who will find continued use for it.

After "CJ" has taken all they can use, we assess what's left for salvageable parts. We get out the battery screw gun and take the seats off chairs and the laminate tops off old tables and desks. The seats and nonmetal parts go in the dumpster and all the metal parts go in our salvage pile. The only items we sent whole to the salvage yard are old metal desks. If we could only find a use for them...

This winter our staff will be building compost bins out of old pallets so we can compost our yard waste. The perfect combination – reuse and recycle!



Gerardine St. Jean, Director of Administrative Services with the Department of Revenue, and Deputy Secretary Todd Garrison, tour while currently under construction one of the customer service areas for collections and tax services.

Relocation of Philadelphia State Office Building Tenants

MOVING FORWARD!



The Department of General Services' responsibilities for buildings goes beyond the Capitol Complex and the DGS Annex. DGS also manages and maintains four regional buildings in Philadelphia, Pittsburgh, Reading and Scranton.

As you may have heard, a decision to relocate the tenants of the Philadelphia State Office Building has become a reality. It is more cost-effective to move employees out into leased space than it is to continue to make costly repairs to the 50 year-old building.

Movement of four of the eighteen agencies housed has already taken place. Those agencies that have moved are Revenue, Health, Labor & Industry and the Pennsylvania Human Relations Commission. Since these agencies are the most frequently visited by the general public in the current Philadelphia State Office Building, the new leased facility, located at 801 Arch Street in Philadelphia, will become the Commonwealth's 'Customer Service Center' for the region.

The move for the remaining agencies will take place late summer/fall of 2009. DGS is coordinating all aspects of the relocation for most of these agencies and will continue to manage the leased facilities.



Suzanne Chubb, Linda Young, Ana Irizarry and Danelle Watson congratulate Ana!

Ana Irizarry “Going the Extra Mile!”

In October the Executive Office of the Department of Agriculture contacted DGS to let us know that Ana was one of two winners in their “Going the Extra Mile” employee recognition category of their formal internal recognition program! Ana is a DGS custodian. Here is an excerpt of the nomination that was submitted for her:

Ana Irizarry is an excellent employee. Although some people might not understand what a significant difference a custodial employee can make in a professional workplace, those of us who have Ana Irizarry working on our floor know what a difference she makes. She is always smiling and friendly; she obviously takes pride in her work. She is attuned to details and she really goes the extra mile – not just cleaning but straightening things as she goes. She is respectful of the work that’s going on around her as well. She takes care of people and she takes pride in her work. We really value her and through this nomination, and hope that she will be recognized for excelling far beyond her assigned work.

Congratulations Ana! The Bureau of Facilities Management is very proud of you!

Kudos from the Vet Lab:

Hi Mr. Marsico:

A note of thanks to Adam, Nat and Corey for pulling out our dead weeds and for the new mulch around the trees at the PA Vet Lab.

You are lucky to have three great “crew guys” who do a great job for General Services.

Please extend my thanks for Pam for her willingness and dedication (by spraying) by keeping the “flower bed” looking nice outside of the front building.

Kudos from the Philadelphia State Office Building:

Afternoon Bill,

Sorry for the delay in thanking your high voltage crew for this past Saturday. As always, Stan and the guys are the best in what they do!

Bureau of Vehicle Management

As many of you already know the Bureau of Vehicle Management (BVM) underwent a major facelift to better manage our fleet and serve our customers. To do this we added personnel, new equipment, software, and we changed the way we do business!

We are excited to announce our new division — Customer Service Division. This division will be the primary contact between the drivers of our 16,500 vehicles and BVM. The CSR's (customer service representatives) will be available 24-7 through a toll free number (1-877-DGS-9966) to assist people with any car related questions or problems.

To go along with our improvements, we also added additional security to the building and surrounding grounds, installed new fuel pumps, added E85 and Bio-diesel tanks, installed Maximus Fleet Management software, and also expanded our current mechanic garage to accommodate additional lifts, mechanics and equipment. We are still working to add a new access gate.

We are also taking the initiative to do everything possible to cut back on fuel consumption. As many of you are aware, Governor Rendell this past summer announced a heightened energy conservation initiative that directs DGS to explore the purchases of more economical, safe, and environmentally friendly vehicles. To accomplish this we will be downsizing the type of vehicles purchased, encourage car pooling, and introduce as many hybrid and alternate fuel vehicles as possible into our fleet. Even though there is the Governor's initiative, purchasing vehicles have been suspended until further notice or unless it is an absolute emergency.

Many of these changes are already underway, and we expect 2009 to be a successful one!



Kudos from the Senate Republican Caucus Services:

Todd,

Thought you would want to see this note from Lisa on my staff. I used to hear constant complaints about using the Garage. As you may know, we are on the road traveling to district offices many times a month. We are all so appreciative of the changes!

Thank you to you and your staff.